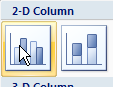
Excel 2007

The Power tool of choice for Data decisions and integrated technology lessons

Round Rock ISD  
Summer 2009-2010 EdTech Professional Development

Favorite Animals Pictographs Activity

1. Open Excel 2007
2. Create a chart for your data.
   1. 2 columns, one for animals and one for the number
   2. Include between 4 and 6 animals
3. Select the cells beginning with the first animal and include all animals and numbers
4. Click on the Insert Tab. 
5. Select Columns—2D Column  
6. The graph should appear on the page.
7. Click the first animal bar, ensuring it is the *only* bar selected
8. Right click on the bar and choose Format Data Point
9. Select Fill – Picture or Text Fill
10. Select Clip Art and choose your animal (make sure Include content from Office Online is checked)
11. Select Stack and Scale with 1 units/picture
12. Click Close
13. Continue for each animal on your graph.
14. Click on Chart Tools tab
15. Click on Design
16. In Chart Layouts, choose the first layout.
17. “Chart Title” appears on your graph. Double click it and title your graph.

Payments Due Activity

1. Open Excel 2007
2. In A2, type June 2010
3. Click on cell A2. Move the cursor to the bottom right side. The cursor becomes a black plus sign. Hold the mouse button down and drag down to cell A15. The months of the year through June 2011 will auto-fill in.
4. In cell D1, type *Loan Amount*
5. In cell D2, type *Payments*
6. In cell D3, type *Balance*
7. In cell E1, type 10,000.
8. In cell E2, type =sum( and select cells b5:b17 and type )
9. In cell E3, type =(E1-E2)
10. Fill in dollar amounts in B5 through B17
11. To format the dates, select all the dates and right click.
    1. Click Format Cells
    2. Click on the Number tab and select Date and choose the format you prefer.
12. To format the dollar amounts, select all the cells and right click.
    1. Click Format Cells
    2. Click on the Number tab and select Currency. Click on the option you want.

If I had a Million

1. Open a Blank Excel Workbook
2. Save the Workbook “If I had Million”
3. Copy the spreadsheet below into Sheet 1
4. Rename the Sheet to My Million
5. Change the Tab Color to Red



1. Input the amount of money you might spend in each category under the label cost (Cells C6-C8, C10-C13, C15-C17, C19-21, C23-25)
2. Calculate the value of our Household Items: In cell C5, type **=SUM(highlight cells C6-C9)**
3. Repeat this for each category
4. Find the Total Spent: In Cell F3, type **=SUM(C5,C9,C14,C18,C22)**
5. In Cell F4, calculate the balance: type **=1000000-F3**

Formatting Cells:

1. Holding the Control Key, highlight cells A5-F5, A9-F9, A14-F14, A18-F18, A22-F22)
2. Change the Font, font size, and fill color
3. Highlight all currency while holding the control key. Select the $ sign under the currency field on the Home tab. Change to the desired currency.
4. Highlight cells A1-F1 and select the Merge and Center button. Change the font, size, and fill color.
5. Using the control button for highlighting, select cells in the following order: A5, C5, A9, C9, A14, C14, A18, C18, A22, C22
6. On the Insert Tab, select the exploding pie chart
7. Right click in the chart area and select move chart
8. Select to a new sheet and title the sheet
9. Click on the chart and select the Layout button to add titles

Sort and Filter

1. Open the Sort and Filter Activity
2. Begin in cell A2 and highlight all names, grades, and gender
3. Select Sort and Filter from the Home tab
4. Sort A to Z (Notice that only the names, grades, and genders were sorted…not the titles)
5. Highlight Cells A2-A4
6. Select the Sort and Filter button and choose Filter
7. Notice the drop down arrows next to each title. Select the drop down next to Gender and select males only.
8. Select the Data tab and notice the Sort and Filter options. Click on the Filter Icon to clear all filtering.